

**CITIZEN'S INDEPENDENT TRANSPORTATION TRUST (CITT)
Executive Planning Committee Meeting
Friday, January 16, 2004
Stephen P. Clark Center
111 NW 1st Street, 10th Floor Conf. Room
3:00 PM**

Summary of Minutes

Executive Planning Committee Members:

Hon. John F. Cosgrove, Chairman
Marc Buoniconti, Vice-Chairman
LtCol Antonio Colmenares
Henry Lee Givens
Hon. Luis Morse
Theodore Wilde

COMMITTEE MEMBERS PRESENT:

Hon. John F. Cosgrove, Chairman
Marc Buoniconti, Vice-Chairman
LtCol Antonio Colmenares
Henry Lee Givens
Hon. Luis Morse
Theodore Wilde

OTHER'S PRESENT:

Hilda Fernandez, OCITT Executive Director
Patty David, OCITT
David Tinder, PWD
Marlene Amaro, OCITT
Pepe Valdes, OCITT
Virginia Diaz, OCITT
Clinton Forbes, MDT
Betty Alexander, DBD
Marsha Jackman, DBD
Richard Clarke, DBD
Al Kennedy, MDT

ROLL CALL

With a quorum being present, Mr. Cosgrove, Chairman, called the Executive Planning Committee meeting to order at 3:15 p.m.

APPROVAL OF MINUTES – DECEMBER 15, 2003

Mr. Cosgrove stated there is a correction to the minutes on Page 2, "Staffing level is 17, not 20". Mr. Cosgrove requested a motion approving the meeting minutes of December 15, 2003. LtCol Colmenares moved approval, seconded by Mr. Buoniconti and carried without dissent.

COMMITTEE REPORTS

Mr. Cosgrove asked Ms. Fernandez to inform the committee on her interview with Rad Burkey, Reporter, WPLG Channel 10. He mentioned that Carl Ross, reporter from The Miami Herald questioned him regarding the \$84 million contracts for consultants. He informed him that CITT had not reviewed any contracts and that all contracts are first approved by the BCC.

Executive Director

Hilda Fernandez informed the members that she had received a request for an interview from WPLG and they had gone through the proper procedures, which is through the Miami-Dade Communications Department. She also provided Mr. Burkey the Chair's contact numbers for any further comments. Mr. Burkey has been assigned to work on transportation issues for Channel 10. He will be attending the full CITT meetings. He questioned the current structure of the office, the space, and the pro forma. It was not a negative interview, however, it is not known in what context the information or responses will be used. The other media inquiry was from Miami Today; however, she has not been able to speak with them.

Ms. Fernandez reported that the staffing level remains at 17, 14 full time employees and three temporary. She met with Marsha Jackman, Director, DBD on staff support for the Compliance and Oversight Committee needs for minority and small business participation. The quarterly review process requires the CITT to provide the BCC with a report in that regard. DBE can provide assistance with evaluating contracts and projects that are reviewed by the Compliance and Oversight Committee. In addition, she met with Dan Holder, Director, ADA Compliance Office and his staff, regarding assistance as well. They will be attending the Compliance & Oversight Committee meetings. The Business Plan is still in draft form and hopes it will be completed for review at the CITT meeting on January 28, 2004. The manager has requested from the MDT to develop a marketing plan for the PTP. She was received a preliminary report from MDT. In addition, she was informed that the Miami Dade Communications Department would be coordinating the marketing efforts. Her concern is also to include the CITT marketing strategy. Messages are different in terms of marketing and promotional. There was a memorandum of understanding that has been executed between the OCITT and MDT. The OCITT did not have an opportunity

to provide any input nor was it aware of the MOU until recently. At the present time, staff is preparing an amendment to the MOU to reflect the role of the CITT. MDT has an excellent marketing staff. Mr. Morse asked if MDT had budgeted for a marketing plan prior to the PTP. Does not believe that PTP funds should fund for MDT's marketing approach for MDT. Clinton Forbes, Assistant Director, MDT, responded that the Ordinance states that marketing for the expanded transit services shall be paid from the PTP dollars. It is difficult to differentiate from the existing and the expanded services. Also, two marketing contracts will be presented to the committees next month for approval. Mr. Wilde added that new services require more marketing than their proportionate share of the funds. The ongoing services require less marketing. Mr. Buoniconti asked Mr. Forbes to provide the current marketing budget and what could be expanded. LtCol Colmenares noted that the voters need to know what services are being expanded. Mr. Morse asked staff to arrange for MDT Marketing staff to present the marketing plan. Mr. Cosgrove asked staff to gather, review, and analyze the marketing information to present it to the EPC Committee and then to the full CITT Board meeting. Furthermore, he believes the OCITT needs to have its own marketing assistance; he asked the External Affairs committee to look at the options available.

Ms. Fernandez stated that the marketing plan that was presented to the County Manager included a Speaker's Bureau and Guide Book, which have good ideas; however, a marketing plan for the CITT should also be part of that plan. Staff is working on amending the MOU, which will be presented to the committees for approval. Mr. Morse asked Hilda to let all the members aware that at the next External Affairs meeting, the marketing plan is going to be discussed. Also, copy of the marketing plan needs to be sent to all the CITT members.

Ms. Fernandez updated the members on the OCITT office space and stated that it should be completed by March 2004.

Budget and Finance Committee

Mr. Wilde reported that the committee reviewed the preliminary budget. The budget of the OCITT totaled \$3.7 million including the \$500, 000.00 for the financial consultant. The committee asked for job functions for the 17 staff positions. Also discussed was a proposed response to the public regarding the pro forma. Mr. Cosgrove asked Mr. Wilde to include a \$3,000 or \$4,000 monthly expense for CITT External Affairs assistance. Mr. Buoniconti asked if the \$3.7 million for administrative costs is under the 5%, and if it is based on the 80%, or the total amount. Ms. Fernandez stated she would get clarification. The total administrative cost in the budget is approximately 2% of the total cost. Mr. Wilde stated he was not aware that municipalities could charge for administrative costs. Mr. Cosgrove clarified that they are not limited to the 5% as the County stated. Mr. Morse stated that issue was taken to the BCC and was not considered.

Project Review Committee

LtCol Colmenares stated that since the committee did not meet on the 1/12/04, it was recommended that the PRC waive its review process for pending Action Items and forward them to the full CITT meeting 1/28/04 for consideration. He mentioned that the Community Council No. 11 invited him, to speak on the PTP and those who were in attendance stated that they were pleased with the extension of the Killian Kat.

External Affairs Committee

Mr. Morse reported that the External Affairs Committee meeting scheduled earlier was cancelled. To date there are seven municipalities that are not in compliance. The BCC Transportation Committee has agreed to discuss the item at the next BCC meeting of February 3, 2004. The CITT has recommended the BCC to withhold future allocations until they are in compliance. The cities that are not in compliance are North Bay Village, Miami Shores, Biscayne Park, El Portal, Indian Creek, Golden Beach, and Medley.

Mr. Cosgrove stated that Commissioner Moss was not in agreement that the CITT sent out letters to the municipalities advising them that they have not complied. It is his belief that the letters should have been from the County Manager since it is the County who distributes the monies. However, the Ordinance clearly states that the CITT has the responsibility of oversight for the cities. He suggested to Commissioner Moss that if he wishes he would meet with him on a monthly basis to have better communication. In addition, Chairwoman Dr. Barbara Carey-Shuler has scheduled a joint BCC/CITT Meeting for February 22, 2004, to discuss the roles and responsibilities.

Compliance & Oversight Committee

Mr. Givens reported that the six Public Works Department contracts were approved with a favorable recommendation. Also, he asked Ms. Fernandez to draft a resolution to the BCC recommending that they adopt a policy authorizing the County Manager to negotiate those provisions. In addition, Mr. Givens asked to be kept informed on the agreements on staff support from DBD. Ms. Fernandez responded that it would be an interdepartmental agreement between OCITT and DBD in which we would set forth certain expectations in terms of tasks and deliverables in support of the CITT. The rate for those services would be negotiated.

OLD BUSINESS

Update Financial Service Provider

Mr. Cosgrove informed the members that he and Mr. Wilde attended the BCC Transportation Committee meeting. The BCC members objected that the Selection Committee consists of only CITT members. The compromise provided by Commissioner Barreiro was to include some members of the CITT but not the majority. Ms. Fernandez distributed a memo outlining the outcome of the BCC Transportation Committee meeting of February 15, 2004, regarding the

Independent Financial Consultant Request to Advertise (a copy of the memo was distributed). Mr. Cosgrove also stated that DBD would also have to complete the review process. Ms. Jackman stated that she would work closely with Ms. Fernandez to determine if the composition of the Selection Committee should be a 5 or 7 member's committee. Also, available to the CITT is a Technical Advisory Committee that concurs and can be outside accountants that can lend it to provide objective opinions. The County Manager will select the Selection Committee members. Mr. Cosgrove further stated that if necessary, the CITT could request approval from the County Manager to access the current county pool of financial consultants on a temporary basis.

Bus Service Route Improvements

Mr. Cosgrove stated that the CITT had asked the staff, the County Attorney and MDT staff to work together to develop a proposed process to enable the MDT to implement bus service improvements that would not require further CITT review. Ms. Fernandez reported that the reason the item has not been placed on the agenda for approval is because staff is still working on a few issues with Dr. Bonzon. OCITT staff has met with MDT, the County Attorney's office, and the Surface Transportation Manager to develop a process that would allow certain flexibility while ensuring that the CITT continues to fulfill its responsibilities relating to the monitoring of Surtax applications. OCITT recommendation is for MDT to provide a work plan, which will detail any modifications, additions or deletions to the PTP that would not fall under the provisions of Section 2-150 of the County Code. Under the provisions of the County Code, then MDT would have to provide written notification from the Manager informing the CITT of the service improvement, the nature of the improvement, the anticipation cost of the improvement, and the implementation schedule. Mr. Cosgrove added it was the consensus of the CITT members that they did not need to approve bus service routes. He would like the Project Review and Budget & Finance Committees to review the items and place them for approval on the February 25, 2004, full CITT agenda. LtCol Colmenares asked staff to develop the three separate flowcharts for the options available. Mr. Morse added that the CITT does not need to be placed in a position that bus drivers attend meetings stating that they will lose their positions if CITT does not approve an item.

NEW BUSINESS

Proposed Contract Approval Flowchart

Ms. Fernandez presented in detail the proposed "CITT Contract Awarding Process", (a copy of the flowchart was distributed). LtCol Colmenares suggested sending the flowchart to all the members for their comments and discuss any comments or changes at the next EPC meeting. Mr. Cosgrove asked staff to review alternative dates for the full CITT meeting.

CITT Agenda

Mr. Cosgrove reviewed that "Draft Agenda" for the full CITT meeting January 28, 2004. He stated that the Internal Budget and the Bus Service Improvements

would be placed for the February meeting. Ms. Fernandez stated the Mr. Givens had asked that the Resolution for the BCC recommendation to implement a Policy regarding minority participation would be added as Agenda Item No. 8.

ADJOURNMENT

The Executive Planning Committee meeting adjourned at 12:00 p.m.

Hon. John Cosgrove, Chairman